

**THE KING'S CHURCH OF
ENGLAND ACADEMY**

Supporting Pupils with Medical Conditions Policy

Autumn 2023



Living Well Together



Vision Statement

Growing confident and aspirational children who believe in themselves and contribute positively to their community and the wider world.

Mission

Our Mission is to ensure that:

- All children develop the **knowledge, skills and character** to live happy, healthy and successful lives
 - All children are respected and treated with **equity**
- All children are taught to be **resilient** and **aspirational**, encouraging them all to achieve their full potential
 - All children know that they have a positive role to play in the world and that their contributions are valued in the **community**
- All children are encouraged in their **personal, moral and spiritual** development within a Christian framework.

Our Core Values

Kindness

Learning respectfully alongside each other, helping each other to grow through our acts of kindness.

“Do for other people the same things you want them to do for you.”

Matthew 7 v 12

Friendship

United as a family we bring light to our community and the wider world.

“A sweet friendship refreshes the soul.”

Proverbs 27 v 9

Faith

Aspiring to learn with courage and faith, believing in God, ourselves and each other so that we can live life in all its fullness

“Faith can move mountains”.

Matthew 17 v 20



Supporting Pupils with Medical Conditions policy

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their participation in academy activities which they are on a course of medication.
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support

Ethos

All academies have a responsibility for the health and safety of pupils in their care. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the academy. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. The King's Academy is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

Pupils with medical conditions have the same right of admission to our academy as other children and will not be refused admission or excluded from our academy on medical grounds alone. However, teachers and other staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the academy site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the academy with all relevant information needed in order for proficient care to be given to the child. The academy takes advice and guidance from a range of sources, including Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits

- To ensure that academy staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

Unacceptable Practice

While academy staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a academy trip as a condition of that child taking part
- Require parents, or otherwise make them feel obliged, to attend academy to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the academy is failing to support their child's medical needs; or
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of academy life.

Entitlement

The King's Academy provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training

- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

Expectations

It is expected that:

- Parents will inform academy of any medical condition which affects their child.
- Parents will supply academy with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in academy are in date and clearly labelled
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the academy life of that individual
- The King's will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)
- Academy staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil
- Transitional arrangements between academy's/academy's will be completed in such a way that The King's Academy will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's arrival to adequately prepare
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals

Procedure

All children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information entered onto Scholar Pack. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible by their teachers, and all adults dealing with the child will have their attention drawn to this information. **All temporary staff / supply teachers will have the child's medical needs clearly identified to them at the start of their**

employment. Children traveling to academy via provided transport, the driver will be made aware of the child's condition and any emergency needs that may arise. All medical conditions will be noted from children's records and this information will be updated and provided to class teachers termly.

In an emergency

In a medical emergency, First Aiders have been appropriately trained to administer emergency paediatric first aid if necessary. The academy's paediatrics First Aid Leaders, Alice Pilkington, Joanne Parker, Niamh Raynor and Tami McGrory will attend if required.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.
- Give clear details to ambulance control where the ambulance is required.
- Give clear details to the academy office of the ambulances imminent arrival.

Children will be accompanied to hospital by a member of staff if a parent / carer is unable to attend. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Administration of medicines

Only essential medicines will be administered during the academy day. These will be only those prescribed by a doctor. Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the academy day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Academy's Health and safety Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside academy hours. Dosages within academy time should not allow the maximum dose to be taken within a 24 hr time frame unless the timing is called for by healthcare professionals.

Only named staff members will give medicines. Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the academy's Office).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the main office's fridge. Some medicines (inhalers, etc.) may be located within the child's classroom for ease of access. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the locked cabinet in the Main office. Access to these medicines is restricted to the named persons. **Epi-pens** are kept in locked cupboards in main office. In the case of Epi-Pens all staff has easy access to the key which is clearly labelled and accessible.

Staff will record any doses of medicines given in the Medicine book. Children self-administering asthma inhalers do not need to be recorded. Children may have these inhalers in their possession, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

Epi-pen – Any member of staff can administer an epi-pen in an emergency. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Cetrizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Follow procedures as outlined '**In an emergency**'

Risk Assessments.

Risk assessments happen for pupils and staff where needed, For example, activities undertaken, access to academy building. These will be reviewed and updated as required. If you feel extra care needs to be taken due to a medical need please speak to your child's Class teacher, SENDCO. If a member of staff is concerned please speak to SENDCO or the Head teacher.

Complaints

Should parents be unhappy with any aspect of their child's care at The King's C of E Academy, they must discuss their concerns with the academy. This will be with the child's year class Teacher in the first instance, with whom any issues should be managed.

If this does not resolve the problem or allay concern, the problem should be brought to a member of the Senior Leadership Team (SLT), who will, where necessary, bring concerns to the attention of the Head Teacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using The King's Complaints Procedure.

Trained Staff

Academy First Aiders

The following staff have the full first aid qualification:

Sue Ragsdale-Lowe, Amy Grace, Alice Pilkington, Joanne Parker, Niamh Raynor and Tami McGrory.

Named people for administering medicines:

Laura Marchant and Kelly Button

Prolonged absence due to medical needs:

Children whose medical need stops them from attending academy will continue to have education provided by the Academy following the home –learning format (see home learning policy).

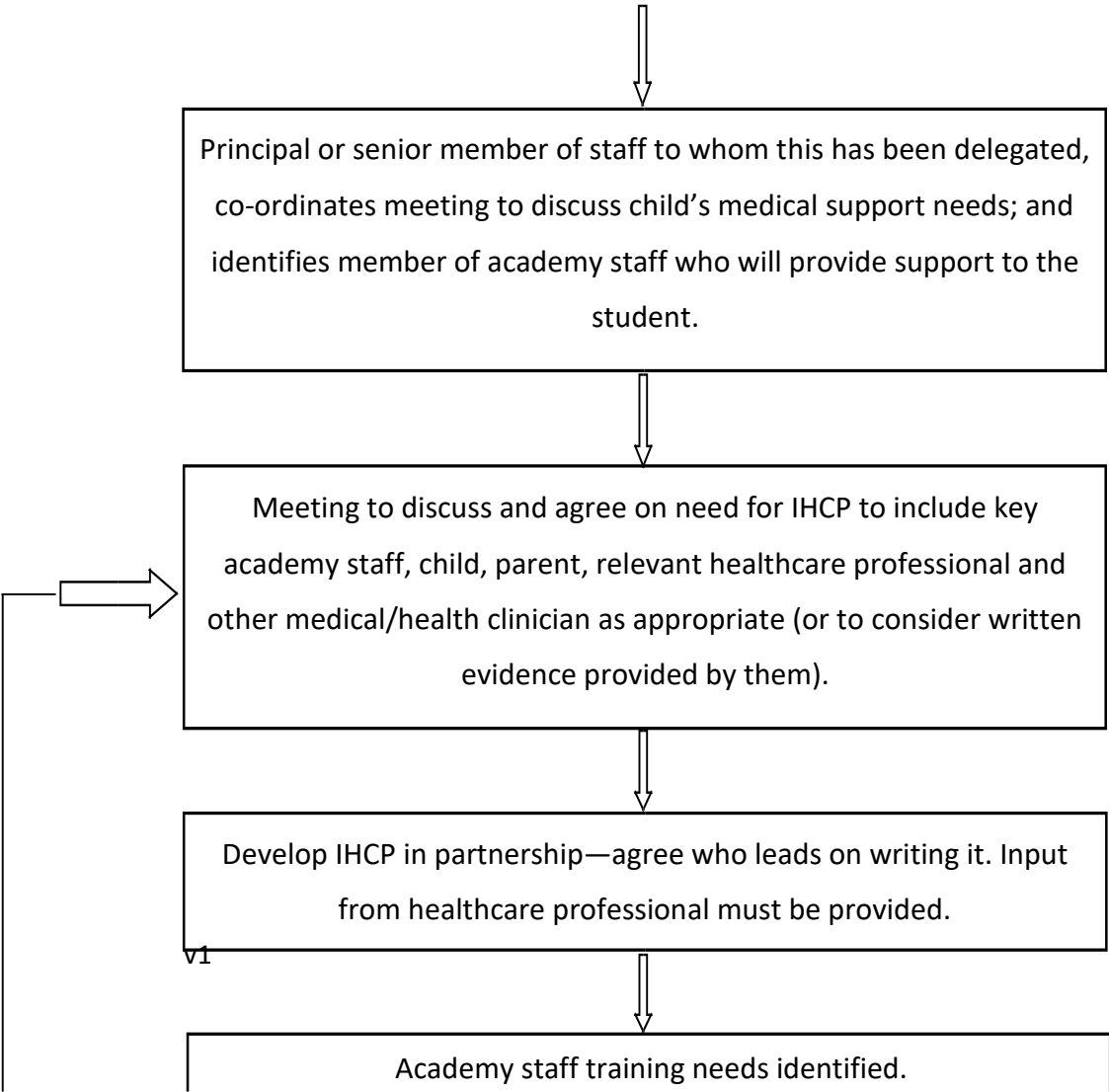
The person responsible for reviewing this document

S Ragsdale-Lowe

Review date: Autumn 2025

Annex A: Model process for developing individual healthcare plans

Parent or healthcare professional informs academy that child has been newly dragonised, or is due to attend academy, or is due to return to academy after a long-term absence, or that needs have changed.



Annex B:

What legislation is this policy relating to?

The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on their premises

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of academies, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their academy/academy with medical conditions. In meeting the duty, the governing body, proprietor or management committee must have regard to guidance ⁽¹⁾ issued by the Secretary of State under this section.

(1) This means to take account of the guidance and to carefully consider it. Having done so, there would need to be a good reason to justify not complying with it.

